

Position Description

675 Reduced Half Time Member

Council Grove & Frenchtown Pond



Term of service: April 13, 2015 – August 14, 2015

Service schedule: Member will serve a minimum of 690 hours over an 18 week term, averaging 42 hours per week with 40 hours of holiday, vacation or sick time

Position Summary:

Council Grove and Frenchtown Pond are highly visited state parks located west of Missoula, Montana. Council Grove State Park has a cultural emphasis, marking the location of the council site for the signing of the 1855 Hellgate Treaty. Frenchtown Pond is a recreational park, featuring water access for non-motorized boating, swimming and group activities. The AmeriCorps member will share an office space in the regional Headquarters building in Missoula.

This AmeriCorps member will conduct activities that will enhance community outreach and build community support at two popular day-use state parks near Missoula, Montana. This project includes: coordinating interpretive programs and collaborating in special events at both parks; developing PowerPoint programs for both parks for presentations to local groups and civic organizations; collaborating with local schools and non-profits on riverbank stabilization projects; and conducting targeted outreach to community, civic, school and youth groups.

Housing for AmeriCorps members may be available at Travelers' Rest Park (in Lolo, MT; 12 miles south of Missoula). A nominal rental fee may be required. It is possible that in lieu of rent, members will be responsible for minor upkeep (lawn and tree care) as well as closing the park during summer hours and as necessary the remainder of the year.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program



Specific Position Responsibilities:*Expand educational and interpretive programs*

- Coordinate a series of summer-season, park interpretive programs at both parks. Target series program to local constituencies through marketing efforts.
- Collaborate with local schools and non-profit groups holding special events at both parks; facilitate outreach to local community school districts.

Improve park land

- Collaborate with local schools and non-profit groups in developing small riverbank stabilization projects, such as vegetation plantings and weed pulls at Council Grove State Park.
- Investigate cost-share grant funding opportunities for larger-scale riverbank stabilization projects at Council Grove State Park.

Increase volunteer capacity

- Organize volunteer resource management projects, including National Trails Day and National Public Lands Day.
- Collaborate with local schools and non-profit groups holding special events at both parks where a public service project is typically part of the event.

Enhance community outreach

- Conduct targeted outreach to community, civic, school and youth groups.
- The AmeriCorps member will represent both Frenchtown Pond and Council Grove State Parks at two or more area festivals or events (Local Farmer's and Community Markets, Kid's & Schools Festivals, Community events such as River City Roots Festival, e.g.
- Develop PowerPoint programs for both Parks, for presentation to local groups and civic organizations.
- Cooperate with the local VFW Post in implementing their ongoing veteran's memorial site project at Frenchtown Pond. This may include state park collaboration in memorial events and public information outreach.

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency

- Passion for the outdoors and enthusiasm for enhancing Montana’s state parks
- A driver’s license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

Benefits:

- Living allowance of \$4,050 over 18 week term of service
- An AmeriCorps Education Award of \$2,150 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

**Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.

Applicant Certification

I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position

Member Name _____

Member Signature _____

Date _____